

18 August 1962

MEMORANDUM FOR: Chief, Budget Division  
 Chief, Fiscal Division  
 Chief, Finance Division  
 Chief, Organization and Methods

FROM : Comptroller

SUBJECT : Office of Comptroller Career Service Board

#### A. POLICY

In accordance with [REDACTED] issued 19 June 1962, each Office is required to establish a Career Service Board to perform certain functions under the CIA Career Service Program. The policy of the Office of Comptroller provides that fullest use be made of the career facilities of the Agency as they particularly apply to the specific needs of the Office of Comptroller or as they afford an opportunity for the professional improvement of individuals of the Office of Comptroller.

#### B. RESPONSIBILITIES WITHIN THE OFFICE OF COMPTROLLER

The Office of Comptroller Career Service Board is hereby established and shall consist of the following members:

Chairman	- Comptroller (ex officio)
Member and Alternate	
Chairman	- Deputy Comptroller
Member	- Chief, Budget Division
Member	- Chief, Fiscal Division
Member	- Chief, Finance Division
Member	- Chief, Organization & Methods Division
Secretary	- Non-voting - Evaluations Officer - Serves as Secretariat in performing staff support for the Board.

In the justified absence of one or more of the specified members, his Assistant or Acting Assistant will attend. Should a vacancy exist in any of the designated positions, the Comptroller will designate a temporary member of the Board for the period of such vacancy. Meetings will be held periodically upon call by the Chairman. Three members will constitute a quorum.

#### C. MISSION

The mission of the Office of Comptroller Career Service Board is to direct the Agency Career Service Program of the Office of the Comptroller. The Board is responsible for the operation of the Career Service Program within the Office of the Comptroller in accordance with policy established

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the CIA Career Service Board; collaboration with Office Boards on inter-Office career service problems; final authority in recommending to the Comptroller all matters concerning rotation, training, advancement, and assignment of individuals in the Office of Comptroller; and the review of recommendations concerning the careers of individuals of the Office.

D. FUNCTION

25X1A The Office of Comptroller Career Service Board will carry out the functions as set forth in [REDACTED] which should be carefully read and disseminated to all employees.

25X1A E. PERSONNEL EVALUATION REPORTS

25X1A [REDACTED], dated 19 June 1952, also provides that Personnel Evaluation Reports will be prepared annually or as often as required on all personnel. [REDACTED] dated 1 August 1952, describes the purpose, necessity, etc., of the evaluation reports.

It is imperative that you take appropriate steps to have this Notice disseminated to all supervisory employees of your office.

Within the very near future the Office of Training will meet with all supervisory personnel of the Comptroller's Office to further discuss and explain the contents of [REDACTED]. It is suggested that you and your supervisors be prepared to present any questions concerning the preparation of evaluation reports at this meeting.

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[REDACTED]  
E. A. LAUNDERS

*Career Service Board*

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